

# VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	
September 25, 2015	Vacancy Announcement – Residence Manager	

**POSITION:** Residence Manager

**OPENING DATE:** September 25, 2015

**CLOSING DATE:** October 9, 2015

**WORK HOURS:** Full time; 40 hours/week

**STARTING DATE:** As agreed

**LENGTH OF HIRE:** Permanent position with 6 months probation period

---

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

## BASIC FUNCTION:

As Residence Manager at the U.S. Ambassador's Residence the incumbent supervises four staff members and informs the Cook regarding upcoming events. Makes all arrangements for luncheons, dinners and receptions after coordination with the Ambassador or the Ambassador's spouse. Acts as liaison between the Ambassador's Office, the Protocol Office and the Residence. Does most of the non-food shopping for the Residence (ordering and buying flowers etc.). Maintains the financial records of the Residence. Runs errands for the Residence and therefore needs a car while on duty.

## QUALIFICATIONS

Education:  
Completion of secondary school.

Work experience:  
5 years in a similar position in a hotel or similar institution.

Language proficiency:  
Good knowledge (level 3) of English and Swedish.

Skills and Abilities:  
Valid driving licence. Basic knowledge of bookkeeping and Human Resources practices. Swedish as well as American protocol policies. Good diplomacy and interpersonal skills and supervisory skills.

## BASIC REQUIREMENTS:

This position is available to Swedish nationals or permanent legal residents as well as to American citizens with permanent residence permits in Sweden.

Applicants must be at least 18 years of age.

Applicants are selected for appointment on the basis of education, experience, and suitability for the position to be filled.

The selected applicant is subject to medical clearance and limited security investigation and clearance.

**APPLICATION INFORMATION:**

Please send in your application including a personal letter and a CV in **English** to [hrstockholm@state.gov](mailto:hrstockholm@state.gov) at the latest by October 9, 2015.